

# SIKKIM

## GOVERNMENT



## GAZETTE

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RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
GANGTOK

NO: 76 / RM&DD/M/2014-15

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### NOTIFICATION

In pursuance of directives received from Ministry of Rural Development (Vigilance & Monitoring Cell), Government of India vide O.O No: Q 13016/1/2014-VMC dated: 8<sup>th</sup> August, 2014, the State Government hereby constitutes the following State Level and District Level Vigilance and Monitoring Committees with the following members with a view to fulfilling the objective of ensuring quality of expenditure, particularly, in the context of large public funds being spent under all the programmes of the Ministry of Rural Development. These Committees would keep a watch on the implementation of the Programmes as per the prescribed procedures and Guidelines. The objectives include providing a crucial role for the Members of Parliament and elected representatives of the people in State Legislatures and Panchayati Raj Institutions (PRIs) in the implementation of the Rural Development programmes and to put in place a mechanism to monitor the execution of the Schemes in the most effective manner and within the given time frame so that public funds are put to optimal use and programme benefits flow to the rural poor in full measures.

These Committees are also to effectively liaise and coordinate with the Ministry of Rural Development and State Government. The Ministry may consider withholding releases to districts which do not hold regular meetings of Vigilance and Monitoring Committees.

The Composition, Terms of Reference, Role and other details in regard of the Vigilance & Monitoring Committees are given in the following paragraphs:-

**1. State Level Vigilance and Monitoring Committee comprises of:-**

- |  |             |
|--|-------------|
| i. Minister of Rural Management & Development Department | - Chairman; |
| ii. Member of Parliament (Lok Sabha)                     | - Member;   |
| iii. Member of Parliament ( Rajya Sabha)                 | - Member,   |
| iv. Ms. Chandra Maya Subba, MLA                          | - Member;   |
| v. Shri Bek Bahadur Rai, MLA                             | - Member,   |

- |   |                    |
|---|--------------------|
| vi. Shri Sonam Dadul Bhutia, MLA  | - Member,          |
| vii. Shri Pintso Chophel, MLA   | - Member,          |
| viii. Shri R.N. Chamling, MLA   | - Member,          |
| ix. The Secretaries/Heads of Departments of DPER&NECAD, Finance Exp. & Revenue, Roads & Bridges, Agriculture & Horticulture, Animal Husbandry & Livestock, Fisheries & V.S. Department, Irrigation, Land Revenue, PHE, Social Welfare, Cooperation and Forests. | - Members;         |
| x. Chief Postmaster General of the Circle(s) in the State   | - Member;          |
| xi. Director, Institutional Finance.  | - Member;          |
| xii. Managing Director/Head of SC/ST Development Corporation  | - Member;          |
| xiii. Managing Director /Head of Women's Development Corporation.   | - Member;          |
| xiv. One representative of KVIC, to be nominated by the Ministry Of Rural Development, Govt of India.   | - Member;          |
| xv. Four Non-Official members to be nominated by the Ministry of Rural Development, Government of India.  | - Member;          |
| xvi. One representative each of two reputed NGOs/Voluntary Agencies to be nominated by the Ministry of Rural Development  | - Member;          |
| xvii. One representative (Area officer of the respective State/UT) of Ministry of Rural Development.  | - Member;          |
| xviii. Managing Director of the Convener Bank of State Level Bankers Committee (SLBC) as a special invitee.   | - Member;          |
| xix. The Secretary, Rural Management & Development Department   | - Member Secretary |

### **Terms of Reference**

- a. The Vigilance & Monitoring Committee at State level should supervise, exercise vigilance and monitor the implementation of programmes of the Ministry of Rural Development.
- b. The Committee should monitor the flow of funds through various channels, including allocations, releases, utilization and unspent balances.
- c. The Committee should cause to ensure that the schemes are implemented in accordance with the Guidelines.
- d. The Committee should look into complaints received in respect of the implementation of the programmes, including complaints of mis-appropriation/diversion of funds and recommend follow-up actions.
- e. The Committee should take all necessary measures to ensure that programme benefits flow to the rural poor in full measure.
- f. The Committee should consider Evaluation Reports, Area Officers' Reports and NLM Reports sent and should cause to take necessary follow up action and corrective measures wherever required.

## **2. District Level Vigilance & Monitoring Committee comprises of:-**

- |  |                     |
|--|---------------------|
| i. Member of Parliament (Lok Sabha)  | - Chairman;         |
| ii. Member of Parliament (Rajya Sabha)   | - Member;           |
| iii. All MLAs of the SLA elected from the District   | - Member;           |
| iv. Director/SIRD (Karfectar) South & West District  | - Member;           |
| Director (Panchayat) RM&DD, North & East District.   | - Member;           |
| v. Zilla Adhakshya of the District   | - Member;           |
| vi. President of the GPUs of the District  | - Member;           |
| vii. CEO cum Project Director, SRLM  | - Member;           |
| viii. One Member from a reputed NGO, to be nominated by the<br>Chairman in consultation with other Member of Parliament<br>in the Committee          | - Member            |
| ix. One Professional from the field of the Social Work/ Social<br>Science to be nominated by the District Collector                                  | - Member            |
| x. One representative each of SC/ST and Women to be<br>nominated by the Chairman in consultation with other<br>Member of Parliament in the Committee | - Member            |
| xi. Lead Bank Officer of the district  | - Member            |
| xii. Senior Superintendent/Superintendent of the<br>Postal Department  | - Member            |
| xiii. District Collector   | - Member Secretary. |

### **Terms of Reference**

- (i) The primary responsibility of District Level Vigilance and Monitoring Committee is to effectively monitor the implementation of the schemes and programmes of the Ministry of Rural Development as also cause to ensure that the funds are used for the purpose for which they are meant.
- (ii) The Committee should cause to ensure that all schemes are implemented in accordance with the Guidelines.
- (iii) The Committee should keep track of the progress of the implementation processes to ensure that the agreed targets are met. The committee should undertake both Input monitoring (i.e. whether resources are being mobilized as planned) and Output Monitoring (i.e. whether services and assests are being delivered on schedule).
- (iv) The Committee should look into complaints/alleged irregularities received in respect of the implementation of the programmes, including complaints of wrong selection of beneficiaries, mis-appropriation / diversion of funds and recommend follow-up action. The Committee shall have the authority to summon and inspect any record for this purpose. The Committee may refer any matter for enquiry to the District Collector /CEO of the Zilla Panchayat/Project Director of DRDA(or Poverty Alleviation Unit) or suggest suitable action to be taken in accordance with rules which should be acted upon by the him/her within 30 days.

- (v) The Committee should exercise preventive vigilance to ensure that irregularities, diversion and misappropriation of funds are avoided and the selection of beneficiaries is strictly in accordance with the guidelines of the programmes.
- (vi) The Member Secretary of the District Vigilance & Monitoring Committee should cause the information as indicated in formats at **Annexures-II (A) to II (T)** placed before the Committee to facilitate the meeting.
- (vii) The Committee should :
  - (a) Closely review the flow of funds including the funds allocated, funds released by both Centre and the State, utilization and unspent balances under each Scheme.
  - (b) Monitor the works under the different Schemes with special reference to adherence to the provisions of the Scheme guidelines for:
    - (1) **Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA):** Proper selection and execution of works, proper selection of beneficiaries, proper and timely disbursement of wages and following of all the processes prescribed.
    - (2) **National Rural Livelihood Mission (NRLM):** Formation of Self Help Groups, selection of activities, disbursement of subsidy, disbursement of credits, linkages with financial institutions and selection and execution of Special Projects, disbursement/utilization of funds and physical progress of activities.
    - (3) **Indira Awaas Yojana (IAY):** Proper selection of beneficiaries, timely disbursement of financial assistance to the beneficiaries and progress of construction.
    - (4) **Pradhan Mantri Gram Sadak Yojana (PMGSY):** Selection, execution and quality of works, fund flow and utilization.
    - (5) **Integrated Watershed Management Programme (IWMP):** Selection of projects, selection of Project Implementing Agencies (PIA) and execution of projects.
    - (6) **National Land Records Modernization Programme (NLRMP):** Progress of work in the district.
    - (7) **National Rural Drinking Water Programme (NRDWP):** Coverage of population, coverage of habitations, quality and availability of water.
    - (8) **Nirmal Bharat Abhiyan(NBA):** Progress of activities under the Total Sanitation Campaign, coverage and quality of work.
    - (9) **National Social Assistance Programme (NSAP):** Selection of beneficiaries and disbursement of pensions.
- **Any other programme of the Ministry of Rural Development.**
- **The Programme of the Ministry of Drinking Water and Sanitation , Ministry of Panchayati Raj, Ministry of Tribal Affairs and Rajiv Gandhi Grameen Vidyutikaran Yojana(RGGVY) of the Ministry of Power are also to be reviewed/monitored by the District Level Vigilance & Monitoring Committees.**

- For action on any points pertaining to the State Government, the Committee should forward their observation/recommendation to them. If any gross violation is noticed by the Committee, the same should be communicated to the Ministry of Rural Development also.

**3. Number of Meetings:**

Meetings of the Vigilance & Monitoring Committee at each level are to be held at least once every Quarter, after giving sufficient notice to the Hon'ble MPs/MLAs and all other Members. The meetings can be convened even if all the members of the Committee have not been nominated.

**Member Secretary should be personally responsible for convening the meetings.**

**4. Agenda, Time frame and Follow up action:**

**(1) Agenda:**

Action Taken on the recommendations of the previous meeting should be the first agenda item for the next meeting. The agenda should contain substantive issues to facilitate improvement in quality of implementation of the programmes.

**(2)Time Frame:**

**State Level VMC**

Member Secretary of the State level VMC should convene the meeting in consultation with the Chairperson. In case the Chairperson of VMC is pre- occupied and has not indicated any date for convening meeting, the Member Secretary, in consultation with Co- Chairperson, may ensure that the meeting is convened within 15 days of end of each quarter, under intimation to Chairperson/Co-Chairperson and all other members of the Committee.

**District Level VMC**

The district level VMC meetings are to be held on a fixed dates as under:

Last Saturday of May

First Saturday of August

First Saturday of November

First Saturday of February

If for any reason, the meeting is not held on the given date, the meeting should be held within a month, an adjourned meeting, on a date to be decided by the Member Secretary.

**State & district level VMC**

If a meeting is convened due to adjournment, the Member Secretary should issue fresh notice to the Chairperson and Co- Chairpersons and all other members' indicating the date, time and venue. If the Chairperson of the Committee is present at the start of the special meeting, he should preside over the same. In the absence of the Chairperson, a Co- Chairperson present at the start of the meeting, the Co- Chairperson to preside the meeting should be decided by all the Co- Chairpersons, by consensus. In case Chairperson/Co- Chairperson is not present at the start of the meeting, members present should elect one among them to chair the meeting.

Meeting notice should reach all members at least 15 days prior to the meeting.

Agenda note should reach all members at least 10 days prior to the meeting.

Proceedings of the meetings should be issued within 10days of the meeting.

The Member Secretary should ensure that meeting notice, agenda notes and proceedings of meetings are uploaded on the website of the Ministry of Rural Development and also the website of the State.

**(3) Follow up action:**

Officer's in-charge of the line departments executing the programmes reviewed by VMC should assist the Committee in the discharge of its functions.

Follow up action on recommendations of the VMCs should be initiated within 30 days of the meeting.

State Govts. /UTs are required to provide the detailed status reports regarding meetings of the Vigilance & Monitoring Committees, after compiling the requisite information received from the districts. The information has to be given in Proforma-I for State Level Vigilance & Monitoring Committee and Proforma-II for District Level Vigilance & Monitoring Committees. The information in these proformas is to be posted on the website of the Ministry of Rural Development immediately after the meeting.

The status of the irregularities pointed out during the previous VMC meeting should form integral part of the check –list during review meetings with the States/districts.

If the Chairperson of the Committee is also Chairperson of other district VMCs , he may hold a combined meeting of all such VMCs or a group of such VMCs on the scheduled date keeping in view the administrative convenience. If all VMCs are not covered in one meeting, the meeting of remaining VMCs is to be held on another date convenient to the Chairperson. The venue of the meeting in such cases should be located in a different district for each meeting. The Member Secretary of district where the meeting is held should be the nodal officer for organizing the meetings in co-ordination with the Member Secretaries of other district VMCs included in the meeting . The respective Member Secretary should prepare the minutes relating to the district.

**5. Co-ordination Mechanism:**

- (i) District level VMCs may refer matters to the concerned Department in the State Government for appropriate action in accordance with recommendations of the Committee. The State Government may place such recommendations of the district level VMC for consideration and appropriate recommendations;
- (ii) The district level VMC may taken up issues with the State Government and if the State Government so feel, it may refer such issues to the Union Ministry concerned, in case State Government requires intervention of the Union Government.
- (iii) If any matter pertaining to other Ministries is referred to the Ministry of Rural Development by any VMC , the Ministry of Rural Development should forward the same to the concerned Ministry for appropriate action which they may take independently and inform the concerned VMC accordingly;
- (iv) If any of the participating Ministry desire to issue advisories to the VMC with regard to their programmes, such Ministry may, in normal course, refer the matter to the Ministry of Rural Development. The Ministry of Rural Development should issue the advisories to the VMCs, if found feasible.

**6. Expenditure for the meeting:**

The State /District Administration may incur expenditure on holding the meeting of Vigilance & Monitoring Committees at State /district adhering to the norms applicable. The total expenditure should not, however, exceed Rs. 2, 00,000/- per State VMC meeting and Rs.1, 00,000/- per district VMC meeting and the bills should be cleared by the concerned State Government/DRDA (or Zilla Panchayat) of the State based on actuals.

**(D.R.Nepal)**  
**Secretary to the Government of Sikkim**  
**Rural Management & Development Department,**  
**Gram Vikash Bhawan, Gangtok.**

***Annexure – I***

**FORMAT FOR REPORTING TO DISTRICT LEVEL VIGILANCE & MONITORING  
COMMITTEE**

***(This committee is responsible for monitoring and vigilance with reference to various Rural  
Development Programmes)***

<b>Name of Chairperson :</b>	
<b>List of MPs attended : Lok SabhaRajya Sabha</b>	
<b>Name &amp; Designation of Member Secretary :</b>	
<b>Date of Meeting :</b>	



### **Annexure – II(A)**

**Financial Progress of Rural Development programmes to be monitored by VMC in the district during the year**

**year .....**

**Upto Month .....**

**Rs. In lakh**

Sl. No	Programme	Op. Bal. as on 1/4/.....	Allocation		Releases		Total Available Funds	Expenditure	% Expenditure to Avail. funds
			Central	State	Central	State			
1	MGNREGA		N/A	N/A					
2	IAY								
3	NRLM								
4	NSAP								
5	PMGSY								
6	IWMP		N/A	N/A					
7	NLRMP		N/A	N/A					
8	NRDWP								
9	NBA		N/A	N/A					
10	Others								

## PROFORMA-I

## STATUS REPORT OF STATE LEVEL VIGILANCE & MONITORING COMMITTEE

1. Name of the State /UT:
2. Details of Meetings held during the quarter:

[illegible]

**PROFORMA – II**

## STATUS REPORT OF DISTRICT LEVEL VIGILANCE & MONITORING COMMITTEE

1. Name of the State/IT:
2. Name of District:
3. Details of Meetings held during the quarter:

[illegible]

